

MINUTES OF REGULAR MEETING  
SUGAR CITY COUNCIL  
THURSDAY, NOVEMBER 12, 2020

Presiding: Mayor Steven Adams  
Meeting Via Internet and at City Hall Convened at 6:30 p.m.  
Prayer: Councilwoman Ball  
Pledge of Allegiance: Councilman Dayley

Present at City Hall and Online: Mayor Steven Adams; Clerk-Treasurer Wendy McLaughlin; Councilors Joy M. Ball, Glenn Dayley, Connie Fogle, Catherine Nielsen; Public Works Director Arlynn Jacobson; City Building Inspector and P&Z Administrator Quinton Owens; Design Review Chairman Paul Jeppson; Chairman Dave Thompson of the Planning and Zoning Commission; Attorney Chase T Hendricks; City Engineer Dick Dyer; Sugar City Citizens Barbara Lusk, Lawrence Nielsen, Students Daniel Bowden, Corban, Maycee, Nicole, Savannah Rydalch, Tanner and others who joined electronically but not identified.

Council President Ball welcomed everyone and opened the meeting.

**CONSENT AGENDA:**

**Minutes 10-22-2020 –  
Review Payment Report -  
Treasurer’s Report – removed from Consent Agenda**

**MOTION:** It was moved by Councilwoman Nielsen and seconded by Councilwoman Fogle to approve the 10-22-2020 Minutes and Payment Report review items; motion carried.

**MOTION:** It was moved by Councilwoman Nielsen and seconded by Councilwoman Fogle to approve the Treasurer’s report as amended; motion carried.

**SUNGLO ADDITION DESIGN REVIEW RECOMMENDATION:** The council approved Design Review’s recommendations with the mayor breaking the tie vote.

**MOTION:** It was moved by Councilman Dayley and seconded by Councilwoman Fogle to accept Design Review’s recommendation to approve SunGlo’s building application for the east side addition with the recommendation of the Design Review Board for increased landscaping; motion was split evenly with Councilors Ball and Nielsen voting against.

**SUNGLO DEPARTMENT OF ENVIRONMENTAL QUALITY DEQ REQUIREMENTS:**

Planning and Zoning Chairman Dave Thompson reported that DEQ is working with SunGlo and other businesses in Sugar City for potential violations. DEQ will review SunGlo’s internal compliance review and make a recommendation to the city council for action which could take up to a year.

**JR HIGH DEVELOPMENT AGREEMENT:** The city attorney and engineer are still working with the school officials to get a signed development agreement. Minutes will be reviewed to make sure a public hearing was held for the development agreement.

**PUBLIC WORKS REPORT:** Arlynn Jacobson reported on the following items:

**Moody Creek Fire:** Moody Creek Produce was destroyed by fire last week. An explosion was heard around 9 p.m. that night. The fire was well underway by the time the fire department was alerted around 11:30 p.m. The city will receive a copy of the fire department's investigation.

**City Pickup Purchase:** The city purchased a 2017 Ford F150 to replace the 1996 Dodge pickup which had several issues. The crew cab is in good condition and purchased for \$15,000.

**Water Project Update:** The well project is almost complete. The SCADA system is the last part of the project to be finished. A new booster pump will also be installed with the Army Corp of Engineers Grant money. The water is clean with zero nitrates! The landscaping will be completed next spring.

**Part-time Snow Plow Operator:** The city hired a part-time snow plow operator and is still looking for backup plow drivers.

**Tree Lighting:** The Christmas lights will be ready for the Tree Lighting ceremony the first Monday in December. The Tree and Beautification Committee will meet next week to plan the event. Mayor Adams and Mr. Jacobson may attend with Councilwoman Ball.

**PLANNING AND ZONING REPORT:** Dave Thompson reported on the following items.

**Annexation:** The city requires fire hydrants but there are none available which would make it difficult to annex some businesses into the city along Highway 33. Planning and Zoning is waiting for a decision from the fire chief.

**Modular Homes:** A building permit application has been submitted for a modular home but the city code does not address them. The commission is working on the Land Use Schedule to address the issue.

**Transportation Plan:** The commission is working on the Transportation Plan for the city and will also address the issue with the new Jr High and roads that connect to East Highway 33 as reviewed in the original plans.

**Public Hearing Scheduled for Special Use Permits:** A public hearing will be set in December for the parking in SunGlo and a radio tower in the Business Park for the sheriff's office. Fees will be waived for the sheriff's office.

**Planning and Zoning Organization:** The commission is looking for a secretary and additional individuals who would like to serve.

**Old Sugar Mill Property:** Ownership of the property has changed hands and there is some speculation as to what will go in. Apartments, horse arena, and storage units are some ideas for the property. There is hope that the property will maintain its historic significance.

**SunGlo Land Use:** The commission is looking at whether SunGlo should be classified as Heavy Manufacturing instead of Light Manufacturing.

**PUBLIC COMMENT:** None

**GENERAL BUSINESS:**

**Norsun Road Land Swap Document:** Awaiting survey.

**City Engineer Payment for Railroad Project:** Dick Dyer has sent an invoice for \$30,000 for work done to straighten Railroad Avenue which he has carried for several months. The city has built up some reserves this past year and can pay \$20,000 from the 2020 budget just ending. The city will review other payments that may have been made before the final payment is

issued out of the new budget.

**MOTION:** It was moved by Councilwoman Fogle with a friendly amendment and seconded by Councilman Dayley to approve the \$20,000 partial payment to the Dyer Group for work done to straighten South Railroad Avenue; motion carried.

**Holiday & Employee Bonus Policy Amendment:** The council approved a paid day off for a holiday bonus for full-time employees. It has been done in the past for several years but not part of the Personnel Policy. The council will review the requested additional paid holidays for Friday the day after Thanksgiving, Christmas Eve, and New Year's Eve at the next meeting. Every effort will be made to accommodate the public on those holidays.

**MOTION:** It was moved by Councilwoman Ball and seconded by Councilwoman Nielsen to authorize the mayor to approve an additional day off with pay as a holiday bonus for employees in December 2020; motion carried.

**Postcard Utility Billing:** City Clerk McLaughlin asked the city council to consider using postcards to send the utility bills each month. Provisions would be made for those who would like to receive a physical copy of the monthly newsletter. Savings in time and money could benefit the city and staff. City attorney Hendricks will look into the legality of postcard bills. The city clerk was asked to put together an example of a postcard billing specific to Sugar City for the next meeting.

**Neighborhood Watch:** No report.

**Citizen Committees:** A list of desired committees will be put together along with direction on how to function with the COVID 19 pandemic. Feedback will be sought from the Tree and Beautification Committee on what is needed from their perspective. A list of committees will be provided at the next council meeting.

#### **CALENDARED ITEMS:**

##### **First Discussion –**

**Building Code Updates:** City Building Inspector is working with City Attorney Chase Hendricks to revise the city's building code and correct errors. A first draft was presented to the council.

**Water/Sewer Fee Code Amendments:** City Engineer Dick Dyer is working with Clerk McLaughlin to update and amend the water/sewer fee code amendments. A first draft was presented to the council.

##### **Third Discussion - City Sidewalk Maintenance Revision:**

**CITY SIDEWALK MAINTENANCE ORDINANCE REVISION:** The council approved the city sidewalk maintenance ordinance revision to clarify that all sidewalk maintenance is the responsibility of the property owner.

Ordinance No. 360\_2020:

“SIDEWALK MAINTENANCE.”

It was moved by Councilwoman Nielsen and seconded by Councilwoman Ball to adopt this ordinance. Thereupon, the clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Fogle, and Nielsen

Those voting nay: None

Ordinance No. 360\_2020 was thereupon declared by the mayor to have been duly passed by not less than two-thirds of the council. The clerk will publish Ordinance No. 360\_2020 in summary or full immediately in at least one issue of the *Standard Journal*, a newspaper published in the city of Rexburg, Madison County, Idaho.

**MAYOR AND COUNCIL REPORTS:**

**Veteran's Day Ceremony:** The mayor participated in the Veteran's Day Ceremony sponsored by the Rexburg Area Chamber of Commerce. He was impressed with the program and the music provided by Madison High School. In the future he would like to see more representation from Sugar City as well as our own ceremony. Arrangements have been made for the wreath to be placed in Sugar City's Veteran's Park.

Meeting adjourned at 9:15 p.m.

Signed: \_\_\_\_\_  
Steven Adams, Mayor

Attested: \_\_\_\_\_  
Wendy McLaughlin, Clerk-Treasurer